

ADMINISTRATIVE - INTERNAL USE ONLY

12 January 1982

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Quarterly Report on AWP-[]

Objective One--pertaining to staff administration and ADP innovations,

Cross-training is being conducted in the staff with periodic meetings on methodology. The secretary is being trained in the use on the plotter for graphics. [] attended a training course on the Delta Data terminal, [] attended the American Economic Association convention (Washington, D.C., in December). [] continued professional contacts with []

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On the procedures side, a program was developed to handle FTE projections. Another "worksheet" program was developed to permit row and column operations to assist data workup for age modelling.

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[] Presidential Management Intern, served six (6) weeks in the staff and carried a project on occupational attrition from start to completion. He expressed his appreciation for the experience and insights this provided him on personnel issues, data base operation, and analysis.

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[] through his assistance to OGC, has provided the Office of Personnel with extensive recognition from OGC, NFAC, and DO and from an academic consultant.

Objective Two--pertaining to planning capabilities and applications,

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[] has provided backup to DD/PA&E on the InterDirectorate Planning Group.

Five-year age projections have been developed for the five (5) career services, by subcategory.

A Human Resources Management Information System (HRMIS) has been developed to fill the gap of the defunct APP by providing timely indication of trends in key personnel statistics,

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Objective Three--pertaining to FTE.

An appropriate methodology and supporting computer program has been developed for FTE projections, which are being updated on a monthly basis to provide support to senior Agency managers.

Objective Four--pertaining to support of R&P.

STAT We have assisted in preparing estimates of in-process targets. Here we modified previous assumptions about the in-process times of applicants who do not EOD but are in the system. It turns out they are in the system longer than previously surmised. If allowance is not made for this, the in-process targets are underestimated. [redacted] used computer simulations to test the impact. In addition, our estimates of separations, which continue at an abnormally low level, have also affected R&P targetting. A member of the staff regularly attends the periodic meeting on applicant processing status.

Objective Five--pertaining to EEO.

The attainment of equal employment opportunity is a central aspiration for the staff, both for its own internal personnel matters and for its function as an Agency planning component.



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